



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Budget Allotment

Administration

11 Allotment

This represents the monthly net total taken from the CDCR BI Budget Report in BIS.

Note: This data is calculated as a Fiscal Year-to-Date (FYTD) total, and represents the last month's Budget Allotment plus any additional Budget Allotments that may be received during the reporting month. Surpluses are indicated as a positive number and deficits are indicated as a negative number.

SAP

12 Surplus/Deficit

This represents the monthly net total taken from the CDCR BI Budget Report in BIS.

Note: This data is calculated as the Budget Allotment minus (YTD Actuals + Encumbrances). Surpluses are indicated as a positive number and deficits are indicated as a negative number.

SAP

Accounting

14 Travel Expenditures

Enter the dollar amount of travel expenditures incurred for the reporting period.

SAP

Personnel

16 Budgeted Positions

Data is received the first week of the month for the previous month's data.

MIRS

17 Filled Budgeted Positions

Data is received the first week of the month for the previous month's data.

MIRS

18 920 Blanket

Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.

MIRS

19 918 Blanket

Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.

MIRS

20 902 Blanket

Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.

MIRS

21 916 Blanket

Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff.

MIRS



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Personnel

Administration

22	Number of "Other" Type of Leave	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions for the reporting period. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. <i>Division Reported</i>
----	---------------------------------	---

23	Vacancy Total	"Vacancy Total" equals "Budgeted Positions" minus the sum of: "Filled Budgeted Positions" plus "920 Blanket" plus "918 Blanket" <i>Formula Driven</i>
----	---------------	--

24	Vacancy Rate %	"Vacancy Rate (%)" equals "Vacancy Total" divided by "Budgeted Positions" <i>Formula Driven</i>
----	----------------	--

Overtime

26	Total Dollars	The total dollars reported for overtime during the reporting period. Data is received the week following the 20th of the month for the previous month's data. <i>MIRS</i>
----	---------------	--

27	Total Hours	The total number of overtime hours during the reporting period. Data is received the week following the 20th of the month for the previous month's data. <i>MIRS</i>
----	-------------	---

28	Number of Staff Who Worked	The total number of staff who worked overtime during the reporting period. Data is received the week following the 20th of the month for the previous month's data. <i>MIRS</i>
----	----------------------------	--

29	Average Hours per Staff	"Overtime Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted" <i>Formula Driven</i>
----	-------------------------	--

Training

31	Allotment	Use the latest Budget Change Document for the current Fiscal Year's training allotment. <i>Division Reported</i>
----	-----------	---

32	Training Requests Planned	Enter the number of staff enrolled to attend training. The data represents the total for the reporting period. <i>Division Reported</i>
----	---------------------------	--

33	Total Training Hours Provided	Enter the total number of hours scheduled for training during the reporting period. <i>Division Reported</i>
----	-------------------------------	---



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Training

Administration

34	Training Requests Processed	This is the number of staff who actually attended and completed training during the reporting period. <i>Division Reported</i>
35	Total Expenditures	Enter the dollar amount of training expenditures incurred for the reporting period. <i>Division Reported</i>
36	Training Balance	Enter the dollar amount currently available from allocated training funds. The data represents available funds on the last day of the reporting period. Formula; The dollar amount from the previous month's training balance, minus the reporting month's total training expenditures, (+/- allotment changes, if applicable)= current reporting month's training balance. <i>Division Reported</i>
Sick Leave		
38	Total Hours	The total hours reported for Sick Leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data). <i>MIRS</i>
39	Average Hours per Staff	"Sick Leave Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted" <i>Formula Driven</i>
In-Lieu of Sick Leave		
41	Total Hours	The total hours reported for In-Lieu of Sick Leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data). <i>MIRS</i>
42	Average Hours per Staff	"In-Lieu of Sick Leave Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted" <i>Formula Driven</i>
Workers' Compensation		
44	Total Number of Staff Off Work due to Accepted and Pending Claims	Enter the number of staff off work due to an approved or pending workers' compensation claim. Enter the data as a point-in-time number as of the last working day of each reporting period. <i>Division Reported</i>
45	Pending Claims	Enter the number of work related compensation claims that are pending during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period. <i>Division Reported</i>
46	New Claims	Enter the number of work related compensation claims that were initiated during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period. <i>Division Reported</i>



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Workers' Compensation

Administration

47

Closed Claims

Enter the number of work related compensation claims that were closed during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.

Division Reported

NDI

49

Total Number of Staff Off Work due to Non-Work Related Illness/Injuries

Enter the number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period.

Division Reported

FMLA

51

Total Number of Staff Off Work due to Non-Work Related Illness/Injuries

The total number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Data is received the week following the 23rd of each month for the previous month's data.

MIRS

Employee Grievances and Staff Complaints

53

Total

"Total Employee Grievances and Staff Complaints" equals the sum of: "Health & Safety" plus "Conditions of Work" plus "E.E.O."

Formula Driven

54

Health & Safety

This is the total number of formal health and safety grievances and staff complaints that were filed during the reporting period. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.

Division Reported

55

Conditions of Work

This is the total number of formal conditions of work and staff complaints that were filed during the reporting period. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.

Division Reported

56

E.E.O

This is the total number of EEO complaints that were filed during the reporting period. The source of this data is through an EEO Log and/or the institutional EEO Coordinator/Representative.

Division Reported

Staff Investigations

58

Total Central Intake Requests

Enter the number of Central Intake Requests submitted during the reporting period.

Division Reported

59

Central Intake Requests Accepted

Enter the number of Central Intake Requests accepted during the reporting period.

Division Reported



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Staff Investigations

Administration

60	Central Intake Requests Rejected	Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Division Reported</i>
61	Central Intake Requests Approved for Direct Action	Enter the number of Central Intake Requests approved for Direct Action during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Division Reported</i>
62	Total Direct Action Requests Submitted	Enter the number of Direct Action Requests submitted during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Division Reported</i>
63	Total Direct Action Requests Accepted	Enter the number of Direct Action Requests accepted during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Division Reported</i>
64	Total Direct Action Requests Rejected	Enter the number of Direct Action Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Division Reported</i>
65	Number of Open Investigations	Enter the total number of open investigations during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Division Reported</i>
66	Number of Closed Investigations	Enter the total number of investigations closed during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Division Reported</i>
67	Investigations Exceeding 180 Calendar Days	Enter the total number of investigations that have exceeded 180 calendar days. <i>Division Reported</i>
68	Investigations Exceeding the Statute of Limitations	Enter the total number of investigation that have exceeded the statute of limitations. <i>Division Reported</i>
Adverse Actions		
70	Total	Enter the total number of adverse actions initiated during the reporting period. <i>Division Reported</i>
71	Dismissals	Enter the total number of dismissals issued during the reporting period. <i>Division Reported</i>
72	Rejection on Probation	Please provide the number of staff rejections on probation during the reported period. <i>Division Reported</i>



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Facility Profile

Inverse Post Coverage (shifts)

75	YCO	Number of inverse shifts worked by staff in this classification. <i>Division Reported</i>
76	Sgt	Number of inverse shifts worked by staff in this classification. <i>Division Reported</i>
77	Lt.	Number of inverse shifts worked by staff in this classification. <i>Division Reported</i>
78	YCC	Number of inverse shifts worked by staff in this classification. <i>Division Reported</i>
79	SYCC	Number of inverse shifts worked by staff in this classification. <i>Division Reported</i>
80	Total Inverse Post Coverage Shifts	Formula: "Total Inverse Post Coverage Shifts" equals the sum of: "YCO" plus "Sgt." plus "Lt." plus "YCC" plus "SYCC" <i>Formula</i>

Profile

82	Average daily population (ADP) (does not include parole TDs)	From OBITS report YHG849 using the first line of data from each facility: This count includes all DJJ population in all DJJ facilities and DAI youth house in DJJ. <i>Division Reported</i>
----	--	--

Population by Program Type (End of Month)

84	Core Treatment Programs	From OBITS based on daily movement entry. <i>Division Reported</i>
85	High	From OBITS based on daily movement entry. <i>Division Reported</i>
86	Low	From OBITS based on daily movement entry. <i>Division Reported</i>
87	Behavior Treatment Program (BTP)	From OBITS based on daily movement entry. <i>Division Reported</i>
88	Intensive Behavior Treatment Program (IBTP)	From OBITS based on daily movement entry. <i>Division Reported</i>
89	Intensive Treatment Program (ITP)	From OBITS based on daily movement entry. <i>Division Reported</i>
90	Special Counseling Program (SCP)	From OBITS based on daily movement entry. <i>Division Reported</i>



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Facility Profile

Population by Program Type (End of Month)

91	Correctional Treatment Center (CTC)	From OBITS based on daily movement entry. <i>Division Reported</i>
92	Intermediate Care Facility (ICF)	From OBITS based on daily movement entry. <i>Division Reported</i>
93	Sex Behavior Treatment Program (SBTP)	From OBITS based on daily movement entry. <i>Division Reported</i>
94	Average Age (End of month)	Calculated by OBITS based on date of birth. <i>Division Reported</i>
95	16 and under	Calculated by OBITS based on date of birth. <i>Division Reported</i>
96	17	Calculated by OBITS based on date of birth. <i>Division Reported</i>
97	18	Calculated by OBITS based on date of birth. <i>Division Reported</i>
98	19	Calculated by OBITS based on date of birth. <i>Division Reported</i>
99	20	Calculated by OBITS based on date of birth. <i>Division Reported</i>
100	21 and over	Calculated by OBITS based on date of birth. <i>Division Reported</i>
101	Average Length of Stay (In Months)	Length of stay in DJJ custody, at all facilities, calculated by OBITS based on daily movement entry of parole releases and discharges. <i>Division Reported</i>
102	Average PBD extensions per youth (in months)(as processed by OBITS)	Average PBD extensions per youth are calculated by OBITS and found in the YHH161. Calculation is based on processed YAAC and Board orders during the time period. <i>Division Reported</i>
103	Average PBD restores per youth (in months)(as processed by OBITS)	Average PBD restores per youth are calculated by OBITS and found in the YHH161 report under the section titled 'RESTORES'. - Calculation is based on processed YAAC and Board orders during the time period-. <i>Division Reported</i>



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Population by Program Type (End of Month)

Facility Profile

104	Average DDMS extensions per youth (in months)	From OBITS YHH161 report, based on processed YAAC and Board orders during time period <i>Division Reported</i>
-----	---	---

105	Average DDMS restores per youth (in months)(as processed by OBITS)	Average DDMS restores per youth are calculated by OBITS and found in the YHH161 report. Calculation based on processed YAAC and Board orders during time period. <i>Division Reported</i>
-----	--	--

106	Number of youth who spent time in state prison	Calculated by OBITS based on number of youth who have spent time in a DAI facility. <i>Division Reported</i>
-----	--	---

Reports and Notices

Facility Operations

109	Late Victims Notification letters	Number of late victim notifications. <i>Division Reported</i>
-----	-----------------------------------	--

110	Missed Victims Notification Letters	Number of missed victim notifications. <i>Division Reported</i>
-----	-------------------------------------	--

111	Late Law Enforcement Notification Letters	Number of late law enforcement notifications. <i>Division Reported</i>
-----	---	---

112	Late Family Notifications	Number of late family notifications. <i>Division Reported</i>
-----	---------------------------	--

113	Annual Review Hearings Beyond 12 Months	Number of annual hearings not held within 12 months of the due date. <i>Division Reported</i>
-----	---	--

114	Annual Review Hearings Beyond 15 Months	Number of annual hearings not held within 15 months of the due date. <i>Division Reported</i>
-----	---	--

115	Late Parole Consideration Date Hearings	Number of parole consideration hearings held beyond the month in which they were due. <i>Division Reported</i>
-----	---	---

116	Initial Hearings Beyond 45 Days (Clinics only)	Number of initial hearings that were not held within 45 days of the youths' arrival. <i>Division Reported</i>
-----	--	--

Incidents: Batteries on staff w/o a weapon (Pbs Sa12)

119	Youth involved	Number of individual youth involved in perpetrating batteries on staff without weapons. The individual youth should not be double counted. <i>Division Reported</i>
-----	----------------	--

120	Incidents	Number of incidents of batteries on staff without weapons. <i>Division Reported</i>
-----	-----------	--



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Facility Operations

Incidents: Batteries on staff w/weapon (Pbs Sa12)

122	Youth involved	Number of individual youth involved in perpetrating batteries on staff with weapons - no double counting of youth-.
		<i>Division Reported</i>

123	Incidents	Number of incidents of batteries on staff with weapons.
		<i>Division Reported</i>

Incidents: Gassings (Pbs Sa12)

125	Youth involved	Number of individual youth involved in gassing of staff -no double counting of youth-.
		<i>Division Reported</i>

126	Incidents	Number of incidents of gassings.
		<i>Division Reported</i>

Incidents: Injuries to Staff (by youths) (PbS Sa3)

128	Youth involved	Number of individual youths involved in perpetrating incidents resulting in injuries to staff -no double counting of youth-.
		<i>Division Reported</i>

129	Incidents	Number of incidents of staff injuries by youth.
		<i>Division Reported</i>

Incidents: Batteries on youth (PbS Sa11)

131	Youth involved	Number of individual youth involved in perpetrating batteries on other youth -no double counting of youth-.
		<i>Division Reported</i>

132	Incidents	Number of incidents of youth-on-youth batteries.
		<i>Division Reported</i>

Incidents: Group Disturbances

134	Youth Involved	Number of individual youth involved in group disturbances. Do not perform double counting of individual youth.
		<i>Division Reported</i>

135	Incidents	Number of group disturbances as defined by DJJ policy.
		<i>Division Reported</i>

Incidents: Forced sexual acts

137	Youth involved	Number of individual youths involved in forced sexual acts -No double counting of youth-.
		<i>Division Reported</i>

138	Incidents	Number of forced sexual act incidents.
		<i>Division Reported</i>

Incidents: Physical altercations (mutual combat)(PbS Sa11)

140	Youth involved	Number of individual youths involved in mutual fights. -No double counting of youth-.
		<i>Division Reported</i>



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Incidents: Physical altercations (mutual combat)(PbS Sa11)

Facility Operations

141	Incidents	Number of mutual fights. <i>Division Reported</i>
-----	-----------	--

Other Medical Issues

143	Injuries to youths requiring outside medical care	Number of youth sustaining injuries that required outside medical care. <i>Division Reported</i>
-----	---	---

144	Injuries to youths by other youths (PbS Sa4)	Number of injuries to youth caused by other youth; Conforms to PbS' Safety 4 definition of 'injury to youth by youth'. <i>Division Reported</i>
-----	--	--

145	Injuries to youths - all (PbS Sa2)	Total number of injuries to all youth; conforms to PbS Safety 2 definition of 'injury to youth'. <i>Division Reported</i>
-----	------------------------------------	--

146	Unusual youth medical issues	Total number of non-injury, significant youth medical issues, e.g. - Appendicitus, Heart Attack, etc.. <i>Division Reported</i>
-----	------------------------------	--

147	Other staff injuries (PbS Sa3)	Total number of staff injuries not caused by youth misconduct; conforms to PbS Safety 3 definition of 'staff injury'. <i>Division Reported</i>
-----	--------------------------------	---

Incidents: Use of Force

149	Total Use of Force Incidents - All Youth	This count reflects the total number of incidents where any type of force was used against youth. An incident can involve multiple applications of different use of force, multiple staff members and multiple youth. <i>Division Reported</i>
-----	--	---

150	Controlled Use of Force	This count reflects the total number of control use of force incidents where any type of controlled force was used against youth. An incident can involve multiple applications of different type of force and multiple staff. <i>Division Reported</i>
-----	-------------------------	--

151	Physical	This count reflects the total number of control use of force incidents where physical force was use against youth. An incident can involve multiple staff members. <i>Division Reported</i>
-----	----------	--

152	Chemical	This count reflects the total number of control use of force incidents where chemical force was use against youth. An incident can involve multiple staff members. <i>Division Reported</i>
-----	----------	--

153	Mechanical	This count reflects the total number of control use of force incidents where mechanical force was use against youth. An incident can involve multiple staff members. <i>Division Reported</i>
-----	------------	--



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Incidents: Use of Force

Facility Operations

154	Less lethal	Number of all controlled incidents in which staff used less lethal forms of force. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball, or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and Pepperball Projection System round used for direct impact - OC or H2O round.). <i>Division Reported</i>
155	Immediate Use of Force	Total number of incidents in which staff used any type of force against youth in an emergency situation. multiple staff may be involved in any one incident. <i>Division Reported</i>
156	Physical	Number of all incidents in which staff used physical force in an immediate or emergency situation <i>Division Reported</i>
157	Chemical	Number of all incidents in which staff used chemical force in an immediate or emergency situation <i>Division Reported</i>
158	Mechanical	Number of incidents in which staff used mechanical force. <i>Division Reported</i>
159	Less lethal	Number of all incidents in which staff used less lethal forms of force in an immediate or emergency situation. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball, or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and Pepperball Projection System round used for direct impact - OC or H2O round.). <i>Division Reported</i>
Incidents: Total Use of Force Incidents - Mental Health Youths		
161	Total Use of Force Incidents - Mental Health Youths	Mental Health youth are defined as those participating in an SCP, ITP, ICF, CTC, IBTP living unit/program. This category is a subset of the above category involving "all" Use of Force. <i>Division Reported</i>
162	Controlled Use of Force	Total number of incidents in which staff used any type of controlled force against a Mental Health youth as the result of an incident. <i>Division Reported</i>
163	Physical	Number of incidents in which staff used physical force on a Mental Health youth. <i>Division Reported</i>
164	Chemical	Chemical use of force is not allowed for use on a mental health youth in a controlled environment. <i>Division Reported</i>



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Incidents: Total Use of Force Incidents - Mental Health Youths

Facility Operations

165	Mechanical	Number of incidents in which staff used mechanical force on a Mental Health youth. <i>Division Reported</i>
166	Less lethal	Number of incidents in which staff used less lethal forms of force on a Mental Health youth. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and any Pepperball Projection System round used for direct impact - OC or H2O round.). <i>Division Reported</i>
167	Immediate Use of Force	Total number of incidents in which staff used any type of force against a mental health youth in an emergency situation. multiple staff may be involved in any one incident. <i>Division Reported</i>
168	Physical	Number of incidents in which staff used physical force on a Mental Health youth. <i>Division Reported</i>
169	Chemical	Number of incidents in which staff used chemical force on a Mental Health youth. <i>Division Reported</i>
170	Mechanical	Number of incidents in which staff used mechanical force on a Mental Health youth. <i>Division Reported</i>
171	Less lethal	Number of incidents in which staff used less lethal forms of force on a Mental Health youth. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and any Pepperball Projection System round used for direct impact - OC or H2O round.). <i>Division Reported</i>
172	Use of Force Committees held	Number of committee sessions held at the facility to review Use of Force incidents <i>Division Reported</i>
173	Use of Force cases (incidents) reviewed	Number of Use of Force incidents reviewed during facility committee sessions. <i>Division Reported</i>
174	Use of Force incidents reviewed by Central Office	Number of Use of Force incidents reviewed by Central Office. <i>Division Reported</i>
Disciplinary Incidents		
176	Pending court cases	Number of court cases pending for youth misconduct - to be counted by the facility responsible for the court activity, not necessarily where the youth is housed. <i>Division Reported</i>



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Disciplinary Incidents

Facility Operations

177	Escapes	Number of actual escapes from the facility, not OBITS definition of warrant issued. <i>Division Reported</i>
-----	---------	---

178	Attempted escapes	Number of attempted escapes from the facility. <i>Division Reported</i>
-----	-------------------	--

Disciplinary Decision-Making System - All Youths

180	Level 3's filed (serious misconduct)	Level 3's are serious misconduct that adversely affects the operation, safety or security of the institution. A sustained Level 3 may result in an extension to a youth's projected board date. <i>Division Reported</i>
-----	--------------------------------------	---

181	Level 2's filed (intermediate misconduct)	Level 2's are intermediate misconduct. These behaviors are more serious than Level 1 violations. <i>Division Reported</i>
-----	---	--

182	Level 1's filed (minor misconduct)	Level 1's are minor misconduct that least disrupts youth program or institutional operations and provides staff the discretion to respond to youth misconduct at the lowest level. <i>Division Reported</i>
-----	------------------------------------	--

183	Fact-finding hearings held	Number of disciplinary fact-finding hearings held <i>Division Reported</i>
-----	----------------------------	---

184	Disposition hearings held	Number of disciplinary disposition hearings held <i>Division Reported</i>
-----	---------------------------	--

185	Disposition hearings recommending time adds	Number of disciplinary disposition hearings wherein time adds were recommended <i>Division Reported</i>
-----	---	--

186	Total number of recommended time adds in months	Total number of disciplinary months recommended by facility staff. <i>Division Reported</i>
-----	---	--

Disciplinary Decision-Making System Mental Health Youths Only

188	Level 3's filed (serious misconduct)	Level 3's are serious misconduct that adversely affects the operation, safety or security of the institution. A sustained Level 3 may result in an extension to a youth's projected board date. <i>Division Reported</i>
-----	--------------------------------------	---

189	Level 2's filed (intermediate misconduct)	Level 2's are intermediate misconduct. These behaviors are more serious than Level 1 violations. <i>Division Reported</i>
-----	---	--

190	Level 1's filed (minor misconduct)	Level 1's are minor misconduct that least disrupts youth program or institutional operations and provides staff the discretion to respond to youth misconduct at the lowest level. <i>Division Reported</i>
-----	------------------------------------	--



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Disciplinary Decision-Making System Mental Health Youths Only

Facility Operations

191	Fact-finding hearings held	Number of disciplinary fact-finding hearings held for mental health youths. <i>Division Reported</i>
-----	----------------------------	---

192	Disposition hearings held	Number of disciplinary disposition hearings held for mental health youths. <i>Division Reported</i>
-----	---------------------------	--

193	Disposition hearings recommending time adds	Number of disciplinary disposition hearings wherein time adds were recommended for mental health youths. <i>Division Reported</i>
-----	---	--

194	Total number of recommended time adds in months	Total number of disciplinary months recommended for mental health youths. <i>Division Reported</i>
-----	---	---

Program Modifications/Restrictions

196	Facility lockdowns	Number of times the entire facility was on lockdown status. <i>Division Reported</i>
-----	--------------------	---

197	Number of days	Total number of days the facility was on lockdown. <i>Division Reported</i>
-----	----------------	--

198	Limited Program (living units)	Number of living units in the facility that were on limited (restricted) program during the time period <i>Division Reported</i>
-----	--------------------------------	---

199	Number of days	Total number of days those living units were on limited program. <i>Division Reported</i>
-----	----------------	--

Health Care

201	Number of new admissions to the facility	Includes youths arriving as new commitments from the courts, recommitted or revoked from parole, and permanently transferred from another facility. Does not include off-institution returnees or temporarily housed youths awaiting transfer or return to parole. <i>Division Reported</i>
-----	--	--

202	Community hospital in-patient admissions	Number of wards who were admitted to community hospitals. <i>Division Reported</i>
-----	--	---

203	New arrivals provided medical, dental, mental health screening within 24 hours	Number of new arrivals who received each type of screening within 24 hours. The screenings are the cursory exams made upon arrival at the facility <i>Division Reported</i>
-----	--	--

204	Complete physical exam within 7 days	Number of new commitments, not transfers, who received a complete physical within 7 days <i>Division Reported</i>
-----	--------------------------------------	--

205	New arrivals receive dental exam within 14 days (clinics only)	Number of new court commitments, not transfers, who received a dental exam within 14 days <i>Division Reported</i>
-----	--	---



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Health Care

Facility Operations

206 **Routine off-site medical care (doctor, dentist, etc)** Number of youth who had routine off-site medical care.
Division Reported

Mental Health Issues

208 **Number of youth in Mental Health programs at end of month** Mental Health program population at month end provided by DJJ Mental Health staff
Division Reported

209 **Youths on psychotropic medications** Number of youth on psychotropic medications provided by facility medical staff.
Division Reported

210 **Keyhea Cases** Number of youth on court-ordered/approved medication provided by facility medical staff.
Division Reported

211 **Involuntary medicated (incidents)** Number of incidents where youth are involuntarily medicated provided by facility medical staff.
Division Reported

212 **High-risk observation** Number of youth on high-risk observation from the Daily Ops Report in WIN.
Division Reported

213 **Attempted Suicides** Number of overt actions indicating intent to injure or kill themselves from the Daily Ops Report in WIN
Division Reported

214 **Number of 911 Calls in Response to Attempted Suicide** Number of times 911 was called due to a suicide attempt - data provided by facility medical staff.
Division Reported

215 **Suicides** Number of successful suicides from the Daily Ops Report in WIN.
Division Reported

Programs

Facility Programs

218 **Number of high school graduates with work assignments** Number of high school graduates with work assignments at the facility.
Division Reported

Education Services

220 **Number of high school graduates at facility** Number of all high school graduates at the facility.
Division Reported

221 **Number with GED certificate** Number of all youths with GED.
Division Reported

222 **Number of all youths eligible for high school** Number of eligible students for high school, includes those with GED and HSE certificates.
Division Reported



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Education Services		Facility Programs
223	Number of youths enrolled in high school	Number of enrolled high school students. <i>Division Reported</i>
224	Number of high school graduates enrolled in vocational classes	Number of high school graduates enrolled in vocational classes at the facility. <i>Division Reported</i>
225	Number of students enrolled in college courses	Number of students taking college classes. <i>Division Reported</i>
226	Number of vocational program certificates earned	Number of vocational certificates earned during reporting period. <i>Division Reported</i>
227	Total number of classes scheduled	Number of school classes scheduled. <i>Division Reported</i>
Number of classes cancelled due to:		
229	1. No substitute available	Number of class closures due to no substitute teacher being available. <i>Division Reported</i>
230	2. Safety/security reasons	Number of class closures for safety and/or security issues. <i>Division Reported</i>
231	3. Scheduling conflicts	Number of class closures due to special events, etc. <i>Division Reported</i>
232	Total number of classes closed (from WIN)	Number of classes closed as reported in the WIN system. <i>Division Reported</i>
233	Absence Rate (Qtrly WIN Monthly Attendance Report)	Absence rate as reported in the Quarterly WIN Monthly Attendance Report. <i>Division Reported</i>
Education Services		
237	Percent receiving full required minimum minutes of instruction (from WIN)	Percentage of students receiving the minimum minutes of instruction as reported in WIN. <i>Division Reported</i>
238	Education slots budgeted (includes vocational ed)	Number of student slots budgeted. <i>Division Reported</i>
239	Average daily attendance in classrooms (includes vocational ed)	Average daily attendance in classrooms. <i>Division Reported</i>
Youth Incentive Program		
241	Number of youth on Level A	Number of youth on Level A - highest level, most privileges <i>Division Reported</i>
242	Number of youth on Level B	Number of youth on Level B - medium level, some privileges <i>Division Reported</i>



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Youth Incentive Program

Facility Programs

243 Number of youth on Level C

Number of youth on Level C - lowest level, least privileges

Division Reported

244 Youth Family Council Meetings

Formula:

"Youth Family Council Meetings" equals the sum of: "Total number of Youth Council Meetings held." plus "Total number of Family Advisory Council Meetings held."

Formula Driven

245 Total number of Youth Council Meetings held.

Number of Youth Council Meetings held at the facility during the current reporting period/month as reported by the Youth Incentive Coordinator or designated facility staff member.

Division Reported

246 Total number of Family Advisory Council Meetings held.

Number of Family Advisory Council Meetings held at the facility during the current reporting period/month as reported by the Youth Incentive Coordinator or designated facility staff member.

Division Reported

Community-Based Organizations (CBO) providing youth program

248 Youths attending AA mtgs.

Number of individual youth who attended meetings during the time period.

Division Reported

249 Youths attending NA mtgs.

Number of individual youth who attended meetings during the time period.

Division Reported

250 Youths attending Project IMPACT

Number of individual youth who attended meetings during the time period.

Division Reported

251 Youths attending religious meetings

Number of individual youth who attended meetings during the time period.

Division Reported

252 Youths attending other community-based organization meetings (domestic violence,

Number of individual youth who attended meetings during the time period.

Division Reported

253 Total number of volunteer hours

Total number of volunteer hours

Division Reported

254 Total number of individual volunteers providing program

Total number of volunteers; excluding anyone who received compensation (e.g., foster grandparents).

Division Reported

Youth's Rights

256 Number of attorney visits

Number of visits from wards' legal counselors.

Division Reported

257 Number of phone calls

Number of calls made by youths.

Division Reported



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Youth's Rights			Facility Programs
258	Number individual youths making phone calls	Number of individual youth who made phone calls. <i>Division Reported</i>	
Youth Grievance System			
260	Emergency grievances	Number filed; Do NOT double-count. If a grievance is an emergency grievance, count only as an emergency grievance. <i>Division Reported</i>	
261	Staff action grievances	Number filed. <i>Division Reported</i>	
262	Medical grievances	Number filed. <i>Division Reported</i>	
263	Grievances unaccounted for	Number lost. <i>Division Reported</i>	
264	Regular grievances	Number filed. <i>Division Reported</i>	
Religious Services			
266	Catholic	Number of services held. <i>Division Reported</i>	
267	Protestant	Number of services held. <i>Division Reported</i>	
268	Jewish	Number of services held. <i>Division Reported</i>	
269	Islam/Muslim	Number of services held. <i>Division Reported</i>	
270	Native American	Number of services held. <i>Division Reported</i>	
271	Other	Number of services held. <i>Division Reported</i>	
Victim's Rights			
273	Total youth enrolled in Impact of Crime on Victims Program	Number of enrollees. <i>Division Reported</i>	
274	Total number of victims in attendance at annual review and parole hearings	Number of victims in attendance at hearings. <i>Division Reported</i>	
Restrictive Programs (e.g., SMP, BTP)			
276	Population count at end of month	End of month population count in SMP's. <i>Division Reported</i>	



Division of Juvenile Facilities

Counting Rules for Governance Period January - June 2013

Restrictive Programs (e.g., SMP, BTP)		Facility Programs
277	Average length of stay in restrictive program (in days)	Average length of stay (in days) for youth who have left the unit during the reporting period. <i>Division Reported</i>
Special Custody		
279	Temporary detention (TD) population count (total for month)	Total number of youth who were on temporary detention status during the reporting period. <i>Division Reported</i>
280	Average length of stay on TD in hrs.	Average number of hours on temporary detention status per TD'd youth. <i>Division Reported</i>